

Adobe Acrobat 9 Standard

How to create a digital signature and sign a PDF document in **Acrobat 9 Standard**

- Click Microsoft “Start” button (Microsoft four-color flag)
- Click “All Programs”
- Click “Adobe Acrobat 9 Standard”
- On the “Menu Bar,” click “Edit” > “Preferences”
- At the “Preferences” dialog box, under “Categories” select “Security”
- In the “Appearance” box, click “New”
- At the “Configure Signature Appearance” dialog box, in the “Title Box,” type “Your Name”
- Click “Ok,” click “Ok” again to exit the “Preferences” window
- At the “Adobe Acrobat” menu bar, click “File” > “Open,” then locate desired “PDF” document you want to sign, “Double-click” on it
- From the “Menu Bar,” click “Advanced” > “Sign & Certify” > “Place Signature”
- If a dialog box appears, read the information and then click “OK”
- Drag your pointer to create a space for your signature
- At the “Sign Document” box, type a “Password” associated with your digital id, then click “Sign”
- In the “Add Digital ID” box, select “A new digital ID I want to create now,” then click “Next”
- In the “Add Digital ID” dialog box, select “New PKCS #12 digital ID file,” then click “Next”
- In the “Add Digital ID” box, type “Name,” “Department,” “LSC,” and “Email Address,” the click “Next”
- In the next “Add Digital ID dialog box, type a “Password,” re-enter password to confirm it, then click “Finish”
- At the “Sign Document” box, type the “Password” associated with your id, then click “Sign”
- When the “Save As” dialog box pops up, click “Yes” to replace existing document with the document with your digital signature,
- Your signature will be on the document
- If you want to rename the document, click “No,” rename document, then click “Save”
- Your signature will be on the document

How to sign with an existing digital ID

- Click “Start”
- Click “Adobe Acrobat 9 Standard”
- At the “Adobe Acrobat” menu bar, click “File” > “Open,” then locate desired “PDF” document you want to sign and “Double-click” on it
- From the “Menu Bar” click “Advanced” > “sign & Certify” > “Sign Document”
- If a dialog box appears, read the information and then click “OK”
- Drag your pointer to create a space for your signature
- At the “Sign Document” box, type the “Password” associated with your digital Id, then click “Sign”
- At the “Save As” dialog box, next to “File name,” click “Save”
- When the “Save As” dialog box pops up, click “Yes” to replace existing document with the document with your digital signature
- Your signature will be on the document
- If you want to rename the document, click “No,” rename document, then click “Save”
- Your signature will be on the document